

**FIRE PREVENTION OFFICER  
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION OFFICER** to be administered in **DENHAM SPRINGS** on **AUGUST 11, 2008**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE INSPECTION PROCEDURES</b>  Knowledge of the processes and procedures necessary to conduct fire inspections.	5.0%
<b>FIRE CODES</b>  Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority.	11.0%
<b>FIRE HAZARDS</b>  Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	9.0%
<b>FIRE CHEMISTRY</b>  Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	5.0%
<b>BUILDING CONSTRUCTION</b>  Knowledge of building construction in order to verify conformance to fire safety codes and to identify any possible fire hazards.	9.0%
<b>FIRE RECORDS AND CORRESPONDENCE</b>  Knowledge of the information gathering process for pre-fire planning, and for completing required reports in order to document the performance of fire prevention duties, and knowledge of the compilation, analysis, and organization of data into an effective format for required correspondence.	11.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIRE PROTECTION AND WATER SUPPLY SYSTEMS</b>  Knowledge of water supply systems, and portable fire extinguishers, including evaluation of the operational readiness. maintenance, proper installation and location of extinguishers.	5.0%
<b>PUBLIC FIRE EDUCATION</b>  Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as conducting a public fire education program to address specific community needs.	16.0%
<b>PUBLIC RELATIONS</b>  Knowledge of accepted public relations practices in order to interact with other agencies, and the public, the media, and with the public in various situations including code enforcement, public fire education activities, and fire prevention activities.	17.0%
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of fire service management, including performing duties requiring interpretation of laws and department operations in order to handle fire prevention problems; and purchasing.	12.0%

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.

Fire and Life Safety Educator, 2nd ed., 1997.

Essentials of Firefighting, 4th ed., 1998.

Fire Department Company Officer, 3rd ed., 1998.

Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

#### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

#### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

BUILDING CONSTRUCTION FOR THE FIRE SERVICE, NFPA, Brannigan, Francis L., 3rd ed., 1992.

#### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NATIONAL FIRE CODES/STANDARDS (NFC):

NFPA #101 - Life Safety Code: NFPA, 2006 edition.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feelconstrained to limit examinationquestions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.